

**HUMAN RESOURCE OFFICE
THE ADJUTANT GENERAL OF VIRGINIA
BUILDING 316, FORT PICKETT
BLACKSTONE, VA 23824-6316**

NATIONWIDE ARMY AGR VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 63-07

POSITION TITLE: Human Resources Sergeant

GRADES: SSG/E-6 **DMOS:** 42A30

FEMALE ASSIGNMENT ELIGIBILITY: No

UNIT: HHB 1-111 FA, 116th IBCT

Location: Hampton, Virginia

OPENING DATE: 11 April 2007 **CLOSING DATE:** 11 May 2007

POC FOR ADDITIONAL INFORMATION: LTC Doug Gagnon, (434) 298-6182 or DSN 438-6182 or MSgt Ann Bey, (434) 298-6231, or DSN 438-6231.

WHO MAY APPLY: Open to all AGR/Military Technicians/Traditional enlisted, grades of SGT/E5 through SSG/E6, who are members or eligible to become members of the Virginia Army National Guard. Must be qualified in the following MOS: 42A20. SGT/E-5 if not MOS qualified, must become MOS 42A qualified within 12 months. SSG/E-6 must be MOS qualified.

SSG/E-6 NOT CURRENTLY AGR AND NOT QUALIFIED MAY APPLY FOR THIS POSITION. HOWEVER, IF SELECTED AND NOT QUALIFIED, WILL NOT BE APPOINTED IN THE AGR PROGRAM UNTIL QUALIFIED.

QUALIFICATIONS FOR ENTRY IN THE AGR PROGRAM:

MEMBERSHIP: When applying for an AGR position on full-time National Guard duty (FTNGD) under State control, must be a federally recognized ARNGUS soldier. Appointment, or enlistment, must be completed prior to reporting to an initial AGR entry point.

AGE: If an enlisted soldier, must be 18 years of age and not have reached his or her 55th birthday.

PHYSICAL AND MEDICAL: Must be medically certified as drug free, be tested negative for human immunodeficiency virus (HIV), per AR 40-501 and AR 600-110. Must meet the body composition standards prescribed in AR 600-9. Must meet the medical fitness standards for retention per AR 40-501, chapter 3.

MILITARY EDUCATION: If an enlisted soldier, must have completed initial entry training (IET).

YEARS OF SERVICE: Must be able to complete a 3-year initial tour of AD or FTNGD prior to completing 18 years of AS. The date of

VAHR-M

SUBJECT: VaARNG AGR Vacancy Announcement Number 63-07

mandatory removal from an active status based on age, or service (without an extensions), under any provisions of law or regulation.

REENLISTMENT OR EXTENSION: If an enlisted soldier, must be eligible for reenlistment or extension per NGR 600-200 (ARNGUS).

ADMINISTRATIVE REQUIREMENT: Must sign an appropriate certificate of agreement and understanding relative to service on AGR status.

BRIEF DUTIES AND RESPONSIBILITIES: Processes a variety of military personnel transactions involving the appointment, enlistment, reenlistment, separation, promotion, assignment, line of duty action, IPERMS, scanning, transfer, evaluation, qualification, attendance, clearance, training and personnel recognition of enlisted and officer personnel in the National Guard. Provides assistance to members and dependents involving benefits and entitlements, survivor benefits, and other personal affairs/family support activities. Reconstructs and verifies situations and facts pertaining to each assigned transaction. Understands and applies substantive and procedural requirements, including rules, regulations, and precedent decisions, in independently accomplishing transactions ranging from the very routine and simple to the most unusual and complex. Initiates and maintains military personnel records for assigned and attached officer and enlisted individuals, working with them, as well as from supporting documentation, to ensure that information and data are current and accurate. Ensures complete and correct military personnel data is provided and entered into automated personnel reporting systems as required. Performs a variety of military personnel related administrative duties to include typing and distribution of correspondence and other written material, maintaining master files of publications, special orders, correspondence, etc, receiving and distributing of mail, telephone calls and other information such as payroll data, medical information, etc. Perform other duties as assigned.

HOW TO APPLY: Interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (**signed and dated**).
2. Copies of last **five consecutive** NCOERs. If you are a new E-5 and have not yet received an NCOER, you may submit a letter of recommendation from the commander in lieu of the NCOER.
3. **Certified** copy of DA Form 2-1. Certified means having the Personnel Services Branch (PSB), stamp or type that your DA Form 2-1 is a "True Copy" and signature by PSB personnel **not older than 1 year**.
4. Copy of current physical (DD2807-1 and DD2808 completed within the last five years or copy of the automated MEDPROS data sheet.
5. Photograph in Class A uniform (taken within the last 12 months). Official photo not required. Photo must be dated.

VAHR-M

SUBJECT: VaARNG AGR Vacancy Announcement Number 63-07

6. Documentation to support all periods of duty/service creditable for retirement. Any of the following may be used (**DD Forms 214, DA Form 1506, or NGB Forms 23/23B**).

7. Any additional information the applicant may wish to submit for consideration (i.e., DA Form 705, Height and Weight Statement, etc.).

SECURITY CLEARANCE: Position requires a "SECRET" security clearance. Must be able to obtain as a minimum, an "interim" clearance **prior to appointment** to the position. Soldiers with a prior revoked or denied clearance are not eligible for either an interim or a waiver and should not apply. If tentatively selected for a position and soldier cannot be granted an interim clearance prior to appointment to the position, the offer for the position may be revoked. Non USA citizens are not eligible for a security clearance per DOD 5200.2R.

QUALIFICATION REQUIREMENTS: Must meet all selection criteria IAW NGR 601-1, 600-200, 600-5, 600-10 and AR 135-18.

SPECIAL INFORMATION: Incomplete applications submitted for this vacancy announcement will not be considered. Applicants are responsible for maintaining current information on their application. Failure to provide current information may result in non-referral for consideration.

REMARKS: Submit applications to this JFHQ, ATTN: VAHR-M, Building 316, Ft Pickett, Blackstone, Virginia 23824-6316, NLT close of business on the above closing date. Do not submit application packets in notebooks, folders, document protectors or with any other form of binding. **No faxed applications will be accepted.**

A complete listing of all current Virginia National Guard AGR Employment Opportunity Announcements is available at www.varich.ang.af.mil (Click on Job Announcements).

FOR THE ADJUTANT GENERAL:

//signed//
DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer